

BUSINESS LICENSE APPLICATION CHECK LIST

Business license applicants must apply in person. Allow at least one hour to complete the application process. When paying by check, bring a separate check for each process.

- () Zoning Office..... City Hall Building, Room 508, 664-4752
 - Home Occupancy License obtained here
 - Zoning Approval – bring lease or other written documentation of business location
 - Fee required
- () Trade Name Registration.... Circuit Court Building, Room 100, 664-4580
 - Fee required
- () Fiduciary Tax Office City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Includes Admission Tax, Cigarette Tax, Lodging Tax, Meal Tax, Short Term Rental Tax
 - Some may require fees
- () Bond Requirements City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Includes Meal Tax Bond, Precious Metals Bond
 - Fee required. Fees vary
- () Health Department..... 830 Southampton Avenue, Suite 200, 683-2712
 - Barber or beauty operations, food services, health care services
- () Police Department..... Police Operation Center, 3661 Virginia Beach Blvd., 664-7000
- () City Council City Hall Building, 11th Floor, 664-4300
- () State Board Registration PO Box 1197, Richmond, Virginia 23209, (804) 367-8511
- () Business License City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Bring identification (Picture ID – all parties)
 - Bring Corporate Charter (if applicable)
 - Bring Partnership Agreement (if applicable)
 - Bring Estimate of gross receipts through December 31st
 - Bring required Permits/Licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies listed above
 - Fee required

Other numbers to call for information when you...

Incorporate	Virginia State Corporation Commission	(800) 552-7945
Corporate & Personal Income Tax	State Virginia Department of Taxation	(757) 455-3810
Retail Sales & Use Tax	Koger Center, Bldg. 7, Suite 101	
Employee Withholding Tax	Norfolk, VA 23502	
Obtain a Federal ID Number	Internal Revenue Service	(800) 829-1040
Unemployment Benefits	Virginia Employment Commission	(757) 455-3900
Contractors Licenses (A, B, or C)	Virginia State Board of Contractors	(804) 367-8511